

## FILING A MOTION

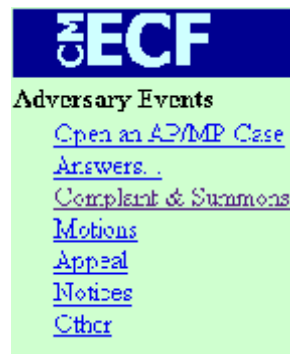
Motions may be filed in bankruptcy cases and adversary proceedings. In either case, the process and screens are basically the same.

**NOTE:** If the motion requires a hearing date, **BEFORE** filing it, you should go to our website and check the judges' motion days to determine an appropriate hearing date and time. Our website address is [www.laeb.uscourts.gov](http://www.laeb.uscourts.gov) . Then click on the hyperlink "General Info."

- \* Click **Bankruptcy** or **Adversary** on the CMECF Main Menu Bar as shown below depending on whether the motion is being filed in the main Bankruptcy case or in an Adversary proceeding.

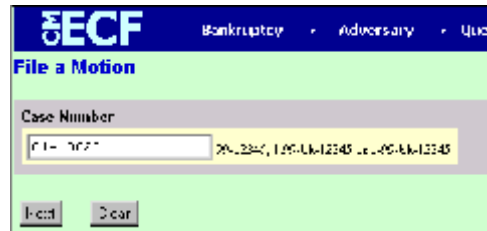


Depending on your choice on the previous screen, the **Bankruptcy Event** or the **Adversary Events** screen appears.



- \* Click **Motions/Applications** .

The **Case Selection** screen appears.



- \* Enter the correct case number including the hyphen.
- \* Click **Next**.

The **Document Selection** screen appears with the case name and number displayed as a hyperlink.

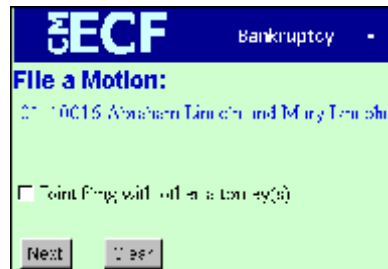


- \* Select the title of the document being filed.

**NOTE:** If it is a two-part motion, select the first part, then press and hold down the [Ctrl] key and select the second part. When both parts are highlighted,

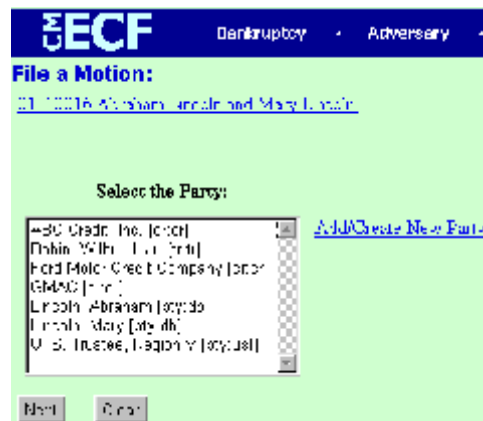
- \* Click **Next**.

The Joint filing screen appears as shown below.



- \* If another attorney is joining in the filing of this document, then select the box.
- \* If this is not a joint filing, do not select the box.
- \* Click **Next**.

The **Party Selection** screen appears.



- \* If the party on whose behalf the motion/application is being filed is included in the party list, **select the party** then click **Next** and proceed to Page 8.5.

- \* If the party is NOT included in the party list, click **Add/Create New Party**.

The **Party Search** screen appears as shown below.

- \* Enter the party's last name or business name.
- \* Click **Search**.

If there are no matches, the system will return a **No Person Found** message as shown below.

- \* Make sure your search criteria is accurate.
- If the party is not found on the first try, use different criteria to search again.
- \* If the party's name does not appear, click **Create New Party** as shown below.

The **Party Information** screen appears.

- \* Enter the creditor's information in the appropriate field(s).

**NOTE:** When adding a party to a case, change the **ROLE** to properly identify the party. The only time the Role default is correct is when you're filing a new voluntary bankruptcy case.

- \* Expand the **Role** field by clicking on the down arrow to the right of the Role box as shown in the screen below.

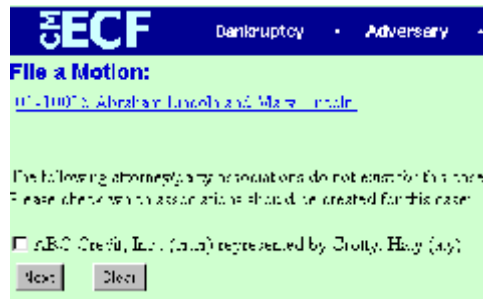
- \* Select **Creditor**.

- \* Click **Submit**.

The **Select Party** screen appears again which screen now includes and highlights the added creditor.

- \* Click **Next**.

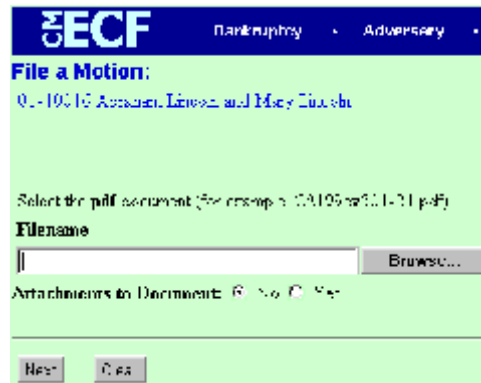
The **Attorney/Party Association** screen appears.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and navigation links for 'Bankruptcy' and 'Adversary'. Below the header, the page title is 'File a Motion:'. Underneath, it says '01-10073, Abraham Lincoln and Mary Lincoln'. A message states: 'The following attorney/party associations do not exist for this case. Please check with associations should be created for this case.' There is a checkbox labeled 'ABO Credit, Inc. (debtor) represented by Dolly Hag (att)' which is currently unchecked. At the bottom, there are 'Next' and 'Clear' buttons.

- \* Click the box to establish the association between you and the creditor.
- \* Click **Next**.

The **PDF Selection** screen appears as shown below.



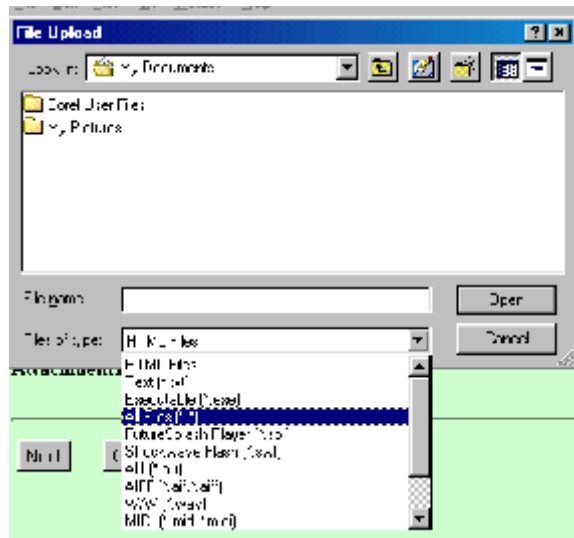
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and navigation links for 'Bankruptcy' and 'Adversary'. Below the header, the page title is 'File a Motion:'. Underneath, it says '01-10073, Abraham Lincoln and Mary Lincoln'. A message states: 'Select the pdf document (for example: CA105 or 01-01.pdf)'. There is a text input field labeled 'Filename' and a 'Browse...' button next to it. Below the input field, it says 'Attachments to Documents: 0 / 50 / 0 / 50'. At the bottom, there are 'Next' and 'Clear' buttons.

You need to locate, preview and associate the PDF file with the docket entry.

- \* Click the **Browse** button.

Motion r31502

Click the down arrow to the right of the **Files of type** field as shown.



In the drop-down box, click on **All Files(\*.\*)**.

Locate the appropriate PDF file.

**NOTE:** Always preview a file before you associate it with the docket entry.

To preview the file, right click on the file.

A drop-down menu as shown below will appear.



Click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



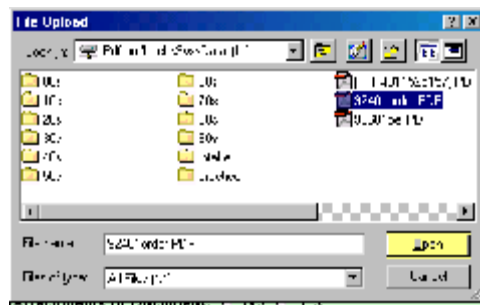
The selected file will open with Adobe Acrobat Reader.



- \* Check the file to confirm that it is the correct one.
- \* Close Acrobat Reader by clicking the **X** on the (blue) Adobe Title bar.

This will bring you back to the File Upload window.

- \* Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This associates the PDF file with the docket entry as shown in the screen below.

ECF Unkruptly + Adversary +

**File a Motion:**

[01-10016 Steven L. Lerner and Mary Lerner](#)

Select the pdf document (for example: C:\59cr50-2.pdf)

**Filename**

C:\59cr50-2.pdf Browse...

Attachments to Document. ☒ No ☐ Yes

Next Clear

- \* **If there is an attachment to the file**, select the **Yes** box to the right of the “attachment” prompt.
- \* Click **Next** and proceed to the next page.

**NOTE:** An attachment will be a separate PDF document which includes, for example, an exhibit or legal description.

An attachment will be identified in the docket text and the attachment image will be accessible by clicking on the hyperlink within the docket entry.

- \* **If there is no attachment to the motion**, accept the default of **No**.
- \* Click **Next** and proceed to Page 8.12.

## IF THERE IS AN ATTACHMENT TO THE MOTION,

If you selected **Yes** to the “Attachment” prompt,

The **Attachment Selection** screen appears as shown below.

The screenshot shows the 'Attachment Selection' screen in the SECF system. The title bar includes 'SECF' and navigation links: 'Database', 'Attachment', 'Query', 'Property', 'Utility', and 'Logout'. The main content area has a green background and contains the following elements:

- File Attachment:** A link to '11-00-2-Attachment-Selection-Query.aspx'.
- Select new or existing attachments:** A section with instructions: 'To create the pdf document, click on the "Browse" button. To upload an existing pdf document, click on the "Browse" button.' Below this is a text box containing '11-00-2-Attachment-Selection-Query.aspx' and a 'Browse...' button.
- Attachment type and description:** A section with instructions: 'To create the pdf document, click on the "Browse" button. To upload an existing pdf document, click on the "Browse" button.' Below this is a table with two columns: 'Type' and 'Description'. The table has one row with 'Type' as 'Attachment' and 'Description' as 'Attachment Selection Query'. Below the table are buttons for 'Add to List', 'Remove from List', and 'Cancel'.

You need to locate, preview and associate the attachment file.

- \* Click **Browse**.
- \* Locate, preview and associate the “attachment” file.
- \* After you have the attachment file associated with the entry, type a brief description of the attachment in the **Description** box as shown below.

This screenshot is similar to the previous one, but it shows the 'Add to List' button highlighted in the bottom right corner of the table. The table now has two rows: the first row has 'Type' as 'Attachment' and 'Description' as 'Attachment Selection Query'; the second row has 'Type' as 'Attachment' and 'Description' as 'Attachment Selection Query'. The 'Add to List' button is now highlighted in green.

- \* Click **Add to List**.

The file is added to the **List** box as shown below and the cursor returns to Step 1 of the screen.



To include additional “attachment” files, repeat from Step 1 on the screen.

- \* When all “attachment” files have been associated, click **Next**.

(Continued on next page)

The **Receipt** screen appears.

**File a Motion:**  
[Go to the Motion Page](#)

Receipt #  Fee \$75

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Complete the Docket Window With A Brief Description of the Property, Enter Real Estate for Real Estate and Model for Automobile.

**NOTE:** When filing a Motion for Relief from the Stay, the Receipt screen will advise that you must complete the next screen by entering a brief description of the collateral or subject of the motion.

- \* Enter your form of payment as either **cc** (for credit card) or **o** (for other).
- \* Click **Next**.

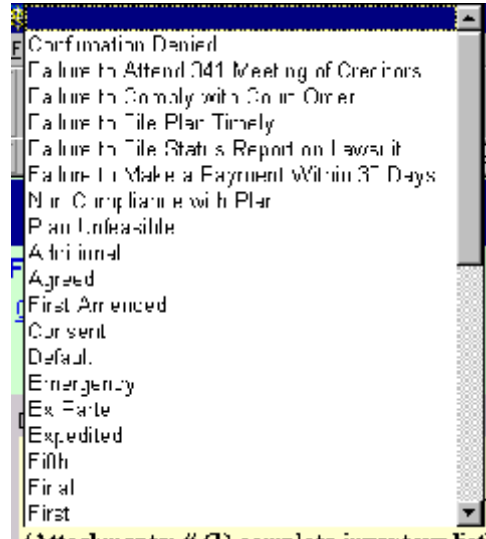
The **Modify Docket Text** screen appears as shown below.

**Docket Text: Modify as Appropriate.**

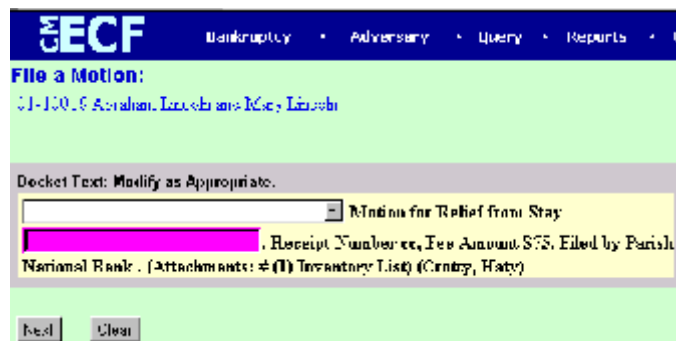
Motion for Relief from Stay

Receipt Number cc, Fee Amount \$75. Filed by Hatz Grotty of Grotty & Grotty on behalf of ABC Credit, Inc. (Grotty, Hatz)

If appropriate, choose a prefix such as *Emergency* or *Unopposed* from the **Prefix** pick list as shown below.



When necessary you may add additional text in the “Optional Text” box highlighted in the screen below.



- \* **If your motion is requesting relief from the stay**, in the optional text box, type a brief description of the subject of the motion, i.e., 1998 Ford Taurus or Real Estate at 1234 Copper Road, NO, LA.
- \* When the entry is correct, click **Next**.

The Final Docket Text screen appears as shown below.

Docket Text Final Text

Motion for Relief from Stay on 1995 Ford Taurus and 1995 Honda at 1925 Independence St., NY, L.A. Receipt Number or, Fee Amount \$75. Filed by Haly County of Crotty & Crotty on behalf of ABC Credit, Inc.. (Crotty, Haly)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Cancel

- \* Carefully check the entry. This is your last chance to make any changes or corrections or to abort the transaction.

**NOTE:** **BEFORE** the final submission of an entry, you may use the browser **BACK** button at any time during a docketing process to verify or make corrections to a prior screen.

**BEFORE** the final submission of an entry, you may cancel or abort an event at any time during the docketing process by clicking on another menu option on the CMECF Main Menu Bar.

- \* If the entry is correct, click **Next**.

The Notice of Electronic Filing appears.

When clicking on any hyperlink, attorneys will be presented with their PACER login screen.

Clicking on the case number hyperlink will present the docket report.

Clicking on the document number hyperlink will present the imaged document.